



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Dale Easley, Treasurer  
Puget Sound Energy Inc  
Good Government Committee -  
FEDERAL  
P.O. Box 90868  
Bellevue, WA 98009

FEB 4 2000

Identification Number: C00101592

Reference: Mid-Year Report (1/1/99-6/30/99)

Dear Ms. Easley:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted per pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Kenneth A. Davis, Jr.  
Reports Analyst  
Reports Analysis Division

## PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use Report Schedule Itemized Receipts Date as Summary Page	PAGE OF REPORT NUMBER 11(a)(i)
<b>Contributions by Individuals</b>			
Any information on this Report and Statement may not be sold or used by any person for the purpose of soliciting contributions or for any other purpose, or for calculating the taxes and credits of any individual or entity to which contributions were made.			
<input type="checkbox"/> HAVE OR COMMITTEE IN FULL National Organization PAC C00000001			
<input type="checkbox"/> Full Name, Mailing Address and ZIP Code Anne Sullivan 21 18th Street City, State ZIP		Name of Employee National Organization, Inc. <input type="checkbox"/> Chairman Branch Manager Aggregate Year-to-Date 250.00	Date Month 04/04 payroll deduction \$90.00 (\$15 biweekly)
<input type="checkbox"/> Name and Address of Donor Rodney Jones 891 Hoxtonbury Road City, State ZIP		Name of Employee National Organization, Inc. <input type="checkbox"/> Director Vice President Aggregate Year-to-Date 380.00	Date Month 04/04 payroll deduction \$120.00 (\$20 biweekly)
<input type="checkbox"/> Name and Address of Donor Bruce E. Brown 1 River Road City, State ZIP		Name of Employee National Organization, Inc. <input type="checkbox"/> Chairman Branch Manager Aggregate Year-to-Date 380.00	Date Month 04/04 payroll deduction \$120.00 (\$20 biweekly)

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

## Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.8(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

## IN-KIND CONTRIBUTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use Report Schedule Itemized Receipts Date as Summary Page	PAGE OF REPORT NUMBER 11(a)(i)
<b>Contributions by Individuals</b>			
Any information on this Report and Statement may not be sold or used by any person for the purpose of soliciting contributions or for any other purpose, or for calculating the taxes and credits of any individual or entity to which contributions were made.			
<input type="checkbox"/> HAVE OR COMMITTEE IN FULL National Organization PAC C00000001			
<input type="checkbox"/> Full Name, Mailing Address and ZIP Code Martin L. Kress 4 River Road City, State ZIP		Name of Employee National Organization, Inc. <input type="checkbox"/> Chairman Aggregate Year-to-Date 510.00	Date Month 04/04 (\$100.00) (\$100.00) (\$100.00) (\$100.00) (\$100.00)

SCHEDULE B ITEMIZED DISBURSEMENTS		Use Report Schedule Itemized Disbursements Date as Summary Page	PAGE OF REPORT NUMBER 21(b)
<b>Operating Expenditures/Other Purposes</b>			
Any information on this Report and Statement may not be sold or used by any person for the purpose of soliciting contributions or for any other purpose, or for calculating the taxes and credits of any individual or entity to which contributions were made.			
<input type="checkbox"/> HAVE OR COMMITTEE IN FULL National Organization PAC C00000001			
<input type="checkbox"/> Full Name, Mailing Address and ZIP Code Martin L. Kress 4 River Road City, State ZIP		Purpose of Disbursement <input type="checkbox"/> Rent a place Aggregate Year-to-Date 8/10/04 (\$3,000.00)	Date Month 04/04 Disbursement Description (\$3,000.00) ON-KIND CONTRIBUTION

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

## In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page B for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at left.

